

Book
AAPS Policy

Section
1000: Bylaws

Title
Meetings-Agenda

Number
1220

Status
Active

Legal

Adopted
April 10, 2013

Items to be considered on the board agenda should have first been reviewed by the appropriate Standing Committee, which shall make a recommendation to the full board for action. The reviewed item will only be fully presented in one committee, with any written information regarding the presentation to be made available to other board members through an information packet. Any committee recommendations requiring full Board consideration and a vote will be accompanied to the Regular Meeting by an executive summary, which will be the basis of any presentation to the full Board.

Having received all written information, the executive summary and recommendations from the committee, the full Board will vote to place the item on the agenda and ask the appropriate committee chair or Superintendent for clarification of any issues or to answer any questions they may have prior to the formal Board presentation.

Items may also be placed on the board agenda if:

- The President and Superintendent, by mutual consent, decide to place an item on the agenda for a majority approval at the beginning of that next Regular Meeting or during agenda planning, or
- the Board consents to place an item on the agenda through the Regular Meeting agenda planning request and a majority vote, or
- the Board votes in the majority to place an item on the agenda during a study session, special meeting, or emergency meeting, or
- any Board member properly presents a motion to place an item on the agenda that is subsequently approved by the Board in a regular meeting.

The agenda for each meeting shall be set by the President in consultation with the Superintendent, and shall include a period of time for public comment in accord with law.

The Superintendent shall distribute to each board member prior to each meeting the proposed agenda for the meeting, along with appropriate material concerning items on the agenda.

The agenda is subject to amendment by the President during the meeting, provided there is no objection by any board member. The agenda may be amended at any time by a majority vote of the members present.

The President may combine multiple resolutions in a single consent agenda item for action by the board. Any board member may request that a consent item be removed and considered separately at any time prior to final vote on the consent agenda.

Special Meeting called by Members

When a special meeting is called by three board members the board members calling the special meeting shall propose an agenda which shall be subject to amendment and approval by a majority vote of the board at the start of the meeting.

Time Limits

When establishing the agenda for Regular Meetings and Study Sessions, the Board President and the Superintendent (the Executive Committee with the Superintendent) will place reasonable time limits on each agenda item to ensure the overall meeting time limit, as indicated in [Policy 1200](#), can be maintained. Agenda items will be assigned a presentation length and a discussion length, and the time limits will be carefully enforced by the meeting chair.

Presentations exceeding the time limit may be granted an additional 5 minutes at the discretion of the Board President.

If Board discussion needs to continue past the set time limit, extension of that time limit may be voted on by the Board through normal voting procedure. The Trustee speaking at the expiration of the time limit may bring the motion to continue discussion, but must relinquish the floor immediately if the Board approves the extension. If no other Trustee wishes to speak, the motioning Trustee will again be recognized by the President. Discussion extensions will not exceed 15 minutes and may be voted on no more than once in any given meeting for any given item. If the motion to extend discussion fails, the President will move forward to the next agenda item.

Executive Committee agendas will be set by the Board President and the Superintendent, with the intent to meet all set time limits and constraints, as indicated in Policy 1200.

Special Meetings agendas will be established by the convening Trustee(s) with the intent to meet all set time limits and constraints.

Standing Committee Meeting Agendas will be set by the committee chair, in consultation with committee members and the Superintendent. The chair will place reasonable time limits on items to ensure maintenance of the overall meeting time limit.